DISTRICT GRANT GUIDELINES

How districts request funds:
This grant program is by invitation only for districts determined eligible by the Kiwanis Children’s Fund. Grant application information is sent only to Children’s Fund district chairs to coordinate the grant process on behalf of their districts.

Only the grant application form shared with the district chair may be submitted. Application forms for other grant programs or requests from anyone other than the Children's Fund district chair will not be accepted.

Role and responsibilities of the Children’s Fund district chair:
Each Children’s Fund district chair coordinates the grant program on behalf of his/her district and serves as the primary contact throughout the grant process. It is important for district chairs to work closely with other district leaders, keeping those members informed of correspondence received.

As the primary contact, the Children’s Fund district chair will:

- Review all program information and emails from the Children’s Fund;
- Contact the Children’s Fund with questions;
- Work with the sitting governor and district administrator (executive director, secretary or similar staff person) to determine the best use of the grant within the district;
- Submit a grant application on behalf of the district by the March 1, 2017, deadline;
- For U.S. districts, submit a signed IRS Form W-9 for the district (not district foundation) by the March 1, 2017, deadline;
- Ensure grant funds are spent appropriately by the September 1, 2017, deadline; and
- Submit a complete grant report to the Children's Fund by the September 1, 2017, deadline.

Important dates to note:
This is a short-term grant program, and extensions are not available. The Children’s Fund district chair must ensure his/her district meets all program deadlines. If the grant application is not submitted by the deadline, the grant will not be paid.

March 1, 2017 – Deadline for district chairs to submit grant applications and IRS forms
September 1, 2017 – Deadline to spend grant funds and district chairs to submit grant reports

Grant payments:
Upon approval of a district’s grant application and receipt of IRS forms from U.S. districts,
Payments are coordinated with Children’s Fund district chairs and paid directly to districts. Payments within the U.S. and Canada are processed according to Kiwanis’ accounts payable schedule and mailed within 17 days of our payment request. Payments outside of North America are made via wire transfer to the district’s bank account.

At the mutual agreement of a district and district foundation, grant funds may be transferred to the district foundation for the foundation to make payment on approved grant expenses. This option is at the discretion of the district and district foundation and is not a requirement.

Grant funds cannot be held in any capacity for any purpose after the grant period ends. All grant funds must be spent on approved expenses by September 1, 2017, or returned to the Children’s Fund.

**What they support:**
Districts may use grants to fund activities which recognize the generosity of the Children’s Fund donors, promote the Children’s Fund at one major conference annually, and/or provide scholarships to deserving students. Districts must use grant funds according to the program guidelines and the purpose specified in their grant application.

Due to the structure of this grant program, time limitations may factor into how districts request to use grants. Some districts may find using their grant for their preferred option creates a complicated program or results in unspent grant funding. In such a case, it’s recommended the district consider choosing a simpler option.

For example, a district chooses to award scholarships for a Key Leader event held the weekend of September 24, 2017. Grant funds must be spent, and the grant report submitted by September 1, 2017, requiring scholarship payments to be paid a month before the event. This may or may not be feasible depending on the number of participants registered by September 1; the grant amount the district is disbursing; and the actual financial need of the participants. If there are few participants registered by September 1 or participants have full sponsorships from other individuals or organizations, the district would have unspent funds to return to the Children’s Fund. In this situation, the district might prefer to avoid the risk of not using all of the funds and decide to use the grant for higher education scholarships or activities promoting the foundation.

**Grants to promote the Kiwanis Children’s Fund:**
We encourage districts to be creative in their efforts to promote the Kiwanis Children’s Fund. Here are some ideas to help you plan your activities.

— Host a reception, such as a luncheon or breakfast, at your district convention or midyear conference. Feature a presentation about the Children’s Fund and/or honor donors to our foundation in a meaningful way.

— Produce an honors booklet with the names of the Children’s Fund donors from your district with the Children’s Fund logo prominently displayed.
— Create a special page on your district’s website where the Kiwanis Children’s Fund is promoted and/or the Children’s Fund donors from your district are recognized.

— Hold a “friendraising” event for the Children’s Fund at your district convention or midyear conference which focuses on the foundation’s mission and impact.

**Grants for scholarships:**

All scholarship awards must directly reduce the cost a student is required to pay. Scholarship payments must be paid to students’ account by September 1, 2017. Scholarship awards are not restricted to those with a Kiwanis affiliation.

Scholarship recipients must be notified in writing of their scholarship award. The written notification must include the recipient’s name, scholarship award amount, the purpose of the scholarship, and method of the scholarship payment (e.g., to a participant’s account, sent to an institution, etc.). This written notice is part of your grant report and sample letters are available on the district recognition page of our website.

Grant funds may be used for the following types of scholarship awards:

- A student attending an institution for post-secondary education
- A student participant attending a Key Leader event
- A student participant attending CKI Leadership Academy

**Scholarship awards for Key Leader and CKI Leadership Academy:**

- Grant funds cannot be used to offset the cost of discounted attendance prices offered by a district. For example, if the cost to attend an event is US$200, and the district offers the student a discounted cost of $150 to attend, the scholarship must be applied to the remaining $150 balance the student is required to pay. The grant cannot be used to compensate the district for the $50 discount it offered the student; and

- Scholarship awards are restricted for student participants and cannot be used to pay for student facilitators, student mentors, event trainers, chaperones, etc.

**Grant reports:**

Before you apply for a grant, consider your district’s readiness to submit a complete and timely grant report which adheres to the requirements outlined in the report guidelines. Foundation district chairs must submit complete grant reports to the foundation no later than September 1, 2017. Failure to submit a complete grant report by the deadline, or grant expenditures which do not match the approved purpose, will result in the cancellation of the grant. In the event a grant is cancelled, the Children’s Fund shall have the right to reclaim in entirety all monies paid to the district in connection with the grant.